



## Attendance

## Table of Contents

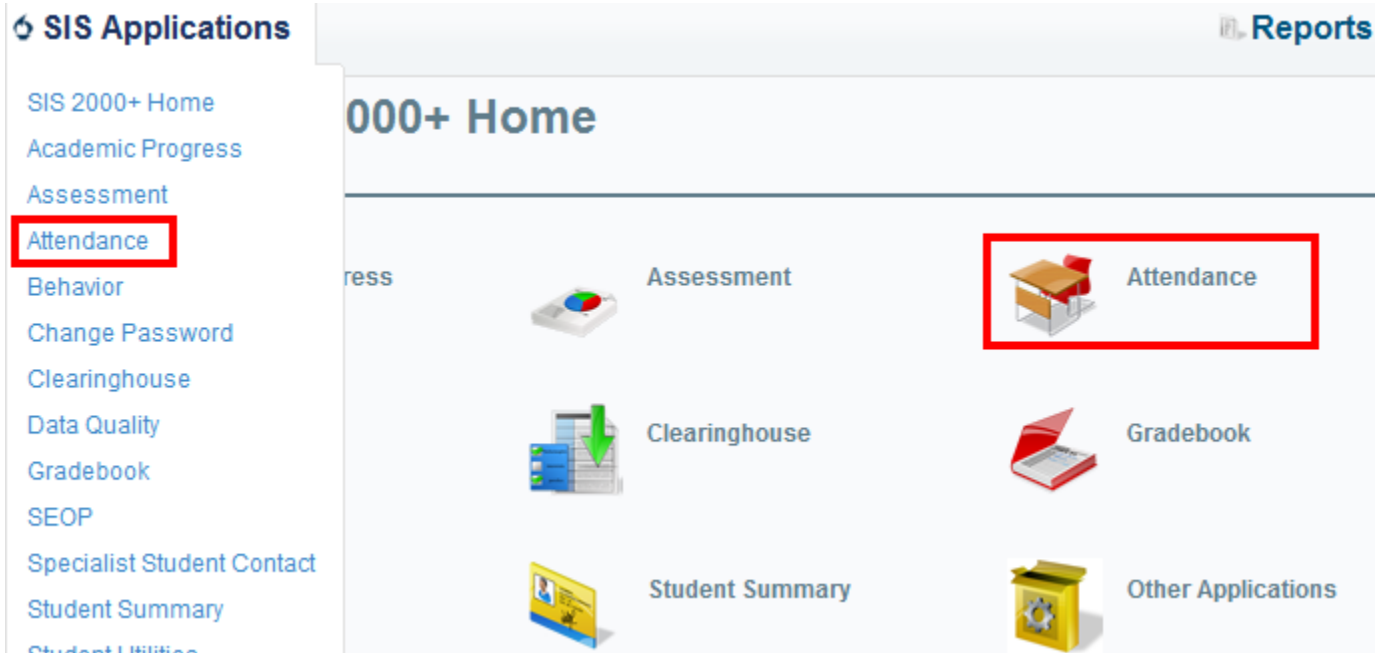
<b>ACCESSING THE ATTENDANCE SCREEN.....</b>	<b>4</b>
<b>CLASS ENTRY.....</b>	<b>5</b>
<b>ENTERING ATTENDANCE CODES.....</b>	<b>6</b>
<b>DISPLAYING THE ATTENDANCE SUMMARY.....</b>	<b>6</b>
<b>USING THE ICONS .....</b>	<b>7</b>
Emailing Individual Students .....	7
Displaying an Attendance Report .....	7
Displaying the Student Profile .....	7
<b>EMAILING A PERIOD.....</b>	<b>8</b>
<b>THE HIDDEN MENU.....</b>	<b>8</b>
<b>ENTERING LUNCH COUNTS .....</b>	<b>9</b>
<b>RAPID ENTRY.....</b>	<b>9</b>
<b>STUDENT ENTRY.....</b>	<b>10</b>
<b>UTILITIES .....</b>	<b>12</b>
<b>REPORTS.....</b>	<b>13</b>
Attendance Collection Status .....	13
Attendance Phone Log .....	13
Class Attendance .....	15
Consecutive Absent Audit .....	17
Daily Attendance .....	19
Perfect Attendance.....	20
School Absences by Race.....	21
School Attendance By Class.....	23
School Attendance for Special Education.....	24
Student Absence and Tardy.....	26
Student Attendance.....	29
Student Attendance Detail .....	31

## SIS 2000+ Attendance

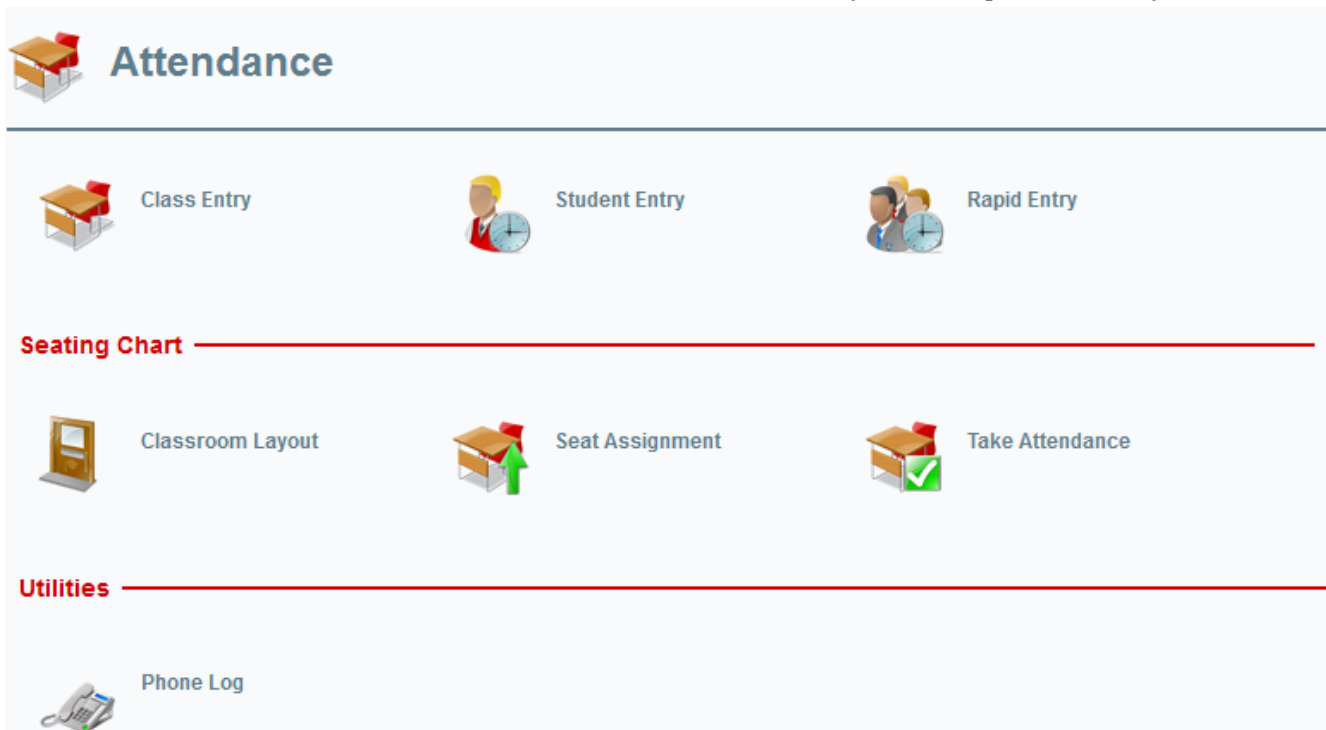
Class Roll Worksheet .....	34
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## Accessing the Attendance Screen

From the home page hover your mouse over SIS Applications until you see the drop down list, then click on Attendance or if you have Attendance set on the home page click on that.

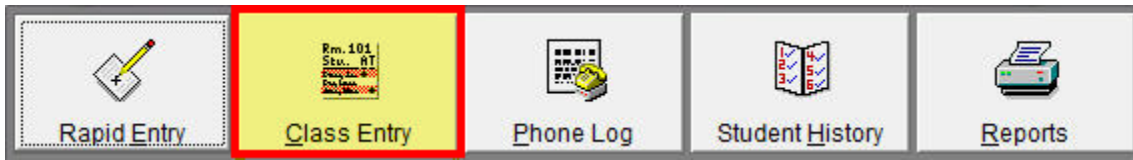


Once Attendance is selected the next screen will look like this (based on permissions):



## Class Entry

This screen replaces the highlighted module from FoxPro/desktop



Go to Home Page > Attendance > Class Entry



### For Secretaries/Office

Once you've launched the Class Entry screen, you will need to select **Track**, **Teacher**, **Term** and **Period** from the drop-down lists.

#### SIS Applications Attendance

Track: Sani-Tooele High Teacher: « Select a Teacher » Term: « Select a Term » Period: « Select a Period »

### For Teachers

Once you've launched the Class Entry screen, you will need to select **Track**, **Term** and **Period** from the drop-down lists if you are assigned to more than one track.

Default to: **Track / Term / 1<sup>st</sup> Period** (for elementary) or if you are only assigned to one track and have only one period (for secondary)

Track: Willow Elementary School Term: Term 4 Period: 1 (not taken) | [Email Period](#) | [Legend](#)

Totals		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
Absent	Tardy	03/19	03/20	03/21	03/22	03/23	03/24	03/25	03/26	03/27	03/28
Separate Classes											

**If this does not populate, it is because the user does not have a default login in the current faculty status track.**

General Address **Status** Certification Permissions

☐ Display All Faculty Status Records

Status: Active Track: A 146 11/12

Entry Date: 01/24/2011 Exit Date:

Evaluation Date: FTE: 0.00

Job Class: <Unset> Supervisor Class: <Unset>

Teacher: ☒ Counselor: ☐ Certificated: ☐

Site Admin: ☐ Group Admin: ☐

Default login school: ☒

Changed By: CumTa Date: 02/14/2011

## Entering Attendance Codes

- Enter an appropriate attendance code for each student.  
Click on **Legend** to the right of the drop down selectors to see what each attendance symbol stands for. Teachers can see what the codes mean that are put in by the office and also see what codes they are allowed to put in.

### Available Teacher Attendance Codes

X - Absent because they didn't show  
# - Unprepared

. - Present

T - Tardy

### Available Office Attendance Codes

B - Pre-Excused  
J - Excused Juvenile Court  
R - Incarcerated  
N - Notified by Parent  
S - Sluff

C - Cleared Seat Time  
K - Cleared Sluff  
U - Unexcused  
Z - Suspended  
I - In School Suspension

D - Doctor's Note  
L - Notified by Certified Letter  
V - Vacation  
A - Activity  
\* - Educational Leave











- Press **Cancel** to change the codes back to what they were before you made any changes.
- After entering the codes, press **Save**. You will see a confirmation at the top of your screen:

 **Changes Saved Successfully**

- NOTE:** If you haven't taken roll in a few days, when you open the Attendance screen and press Save, all the blank fields up to and including that day's date will put the "Present" mark in them.

## Displaying the Attendance Summary

Drag the scroll bar to the left to see a **summary** of absences and tardies for the selected term.


Separate Classes	Totals		Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Absent	Tardy	08/24	08/25	08/26	08/27	08/28	08/29	08/30
 Araiza, Evalina	3	1	X	X		.			
 Bedard, Brystal	3	0	.	.		.			
 Canchola, Jesus Saucedo	0	3	T	.		.			
 Ciddelprado, Jerrold	0	0	.	.		.			
 Dimmick, Augusta	2	1	.	.		.			
 Elliott, Dustylynn	1	0		.	.	.	.		
 Elwell, Ekta	1	0		.	.	.	.		
 Esther, Kyson	1	0	.	.		.			
 Hiendel, Quinntonya	5	1	E	E		X			
 Higginbotham, Jaycey	3	2	.	.		.			

## Using the Icons

Note the card to the left of the students name, hover your mouse over this and you will see the following icons.




## Emailing Individual Students


Click on the  to the left of a student's name to send an email to an individual student. The following screen will display. You can select additional students to include in the email. You can also choose to send the email to the students' contacts.

The screenshot shows a dialog box titled "Email P/O AP STUDENTS". On the left, under "Select Students:", there is a list of students with checkboxes: Amrhein, Tiae Jason (checked), Bowman, Rafael J, Copenhauer, Bristchae E, Craw, Natasia Stenberg, Drogin, Kayloni M, Ferrey, Denae Lynn, Maya, Nevada J, Nekipelora, Mckade Jennifer, Partridge, Laqishia, Wellentine, Micheala Luis, and Winham, Ashwin Mackelle. On the right, under "Send this message to:", there are two checkboxes: "Selected Students" (checked) and "Selected Students' Contacts (e.g. parents, guardians, etc.)". Below this is a "Subject:" field. At the bottom, there is a checkbox "Include a link to Student Summary." (checked) and two buttons: "Cancel" and "Send".

## Displaying an Attendance Report

Click on the  to the left of a student's name to display an attendance report for the student.





## Displaying the Student Profile

Click on the  to the left of a student's name to display the student's profile.











## Emailing a Period

Press **Email Period** to send an email to the entire period.



Track: Sani-Stansbury High School		Term: Term 1		Period: 1		<a href="#">Email Period</a>		<a href="#">Legend</a>					
<a href="#">Separate Classes</a>		Totals		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
		Absent	Tardy	08/24	08/25	08/26	08/27	08/28	08/29	08/30	08/31	09/01	09/02
	Ashcraft, Angorie	0	0		.		.				.		.
	Birdzell, Salvantino	1	0	.	.		.				E		.
	Blum, Talitha	1	0	.	.		.				.		.
	Boulton, Hubbard	0	0	.	.		.				.		.

If you have segments within a period, click on **Separate Classes** and you will see an email icon next to the course name. Click on the icon to email only the students listed under that course name.

Track: Sani-Stansbury High School		Term: Term 1		Period: B/1 (not taken)		<a href="#">Email Period</a>		<a href="#">Legend</a>							
<a href="#">Combine Classes</a>		Totals		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
		Absent	Tardy	08/24	08/25	08/26	08/27	08/28	08/29	08/30	08/31	09/01	09/02	09/03	09/04
 IND/ACT SWIMMING															
 Ashcraft, Angorie		0	0												
 Blum, Talitha		1	1	T											
 Boulton, Hubbard		0	0												
 Caldwell, Walter		0	0												
 Clitso, Nichol		1	0												
 Creekmore, Lynn Allred		0	0												
 IND/ACT SWIMMING															
 Birdzell, Salvantino		1	0												
 Costel, Rezn		8	0												

## The Hidden Menu

Be aware of the “hidden menu”, which is accessed by hovering your mouse over the name and date in the top right corner. Of particular interest is the ability to **Show Inactive** students in the attendance screen.

SIS Applications

Attendance

Reports

Help

Kellie Heatong

Fri, 12/17/10

Logout

54:15

Track: Sani-Tooele High

Class: \* P/3 AP Statistics

Term: Term 1

Email Class

Show Inactive

User Profile

Change User

Scroll « for Summary

« Prev. 2 Weeks

11/1/2009

Next 2 Weeks »

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/01	11/02	11/03	11/04	11/05	11/06	11/07	11/08
Amrhein, Tiae												A		



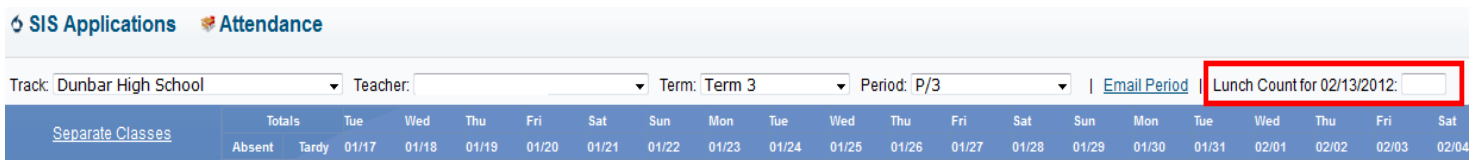
The inactive students will have an asterisk (\*) next to their name.



Go back to the hidden menu and press **Hide Inactive** to hide those students from view.

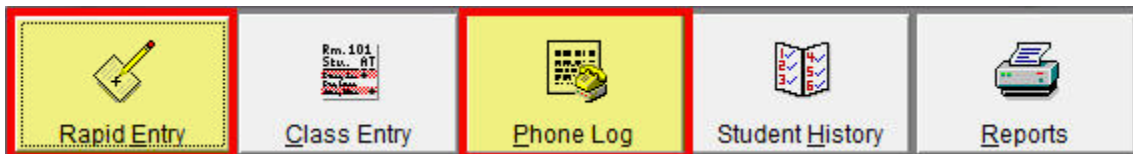
## Entering Lunch Counts

For elementary and secondary schools, you can enter the lunch count for the class. Enter the number of students eating lunch on the specified date. This is a permission that needs to be added for teachers in the 'teacher' group.



## Rapid Entry

This screen replaces the highlighted modules from FoxPro/desktop.



Go to Home Page > Attendance > Rapid Entry



**1.** Select **Track**: **2.** Select the **Attendance Code**: **3.** Select the **Attendance Date(s)** either by Date Range or Period Range, the date will default to the current date. **4.** Add Student(s) From **Search** (individual students), **Group** or **Class**, when adding multiple students the Attendance Code and Attendance Date(s) selected will apply to all students listed on the left side of the screen. **5.** If you would like to add a Phone Log, check the box and type in a comment, the comment will apply to **ALL** individual students listed on the left side of the screen, but not the Groups or Classes.

**NOTE:** When adding individual students you will see two icons to the right of the student names, when clicking on the first icon, you will see all phone log entries for that student. When you click on the second icon, it will add all siblings to the list that are in the same Track.

You can delete a student, group or class by clicking on the red **X** to the left of the names.

**SIS Applications Attendance** Reports Help

**Rapid Entry**

Track: Sani-Stansbury High School

**Add Student(s) From** [Search](#) | [Group](#) | [Class](#)

1. Track dropdown menu

2. Attendance Code: << Select a Code >>

3. Attendance Date(s): Date Range | Period Range

4. Student list: A-Tyler Etherington, drill team, 0420-1 Home Study Period: B/3 - Olds, Teigan

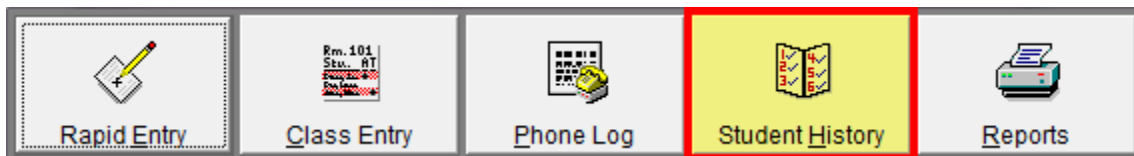
5. « Phone log entry only applies to ALL individual students listed on the left »

Buttons: Phone Log Entries, Add Siblings, « Cancel, Save »

If you put the wrong Attendance Code in and save, you will then have to go to the individual student or class entry screen and make the correction there. The Rapid Entry screen will not let you override previously entered Attendance Codes.

## Student Entry

This screen replaces the highlighted module from FoxPro/desktop, which allows you to look up a student and see his/her attendance history.



Go to Home Page > Attendance > Student Entry



Click on **Student Entry** and the next screen will look like this:

**Search for a Student**

Search input field

Include Exited: ☐

« Cancel | Search »


**Note:** To include exited student in the search, click the box next to **Include Exited:**

When searching for a student, type in identifying information such as the **Student Identifier, Last Name,** or **First Name** then press **Search**. You can type in a few letters and press Search. A list of student names will appear select the one that you want.

#### Students

<b>Ailadi Makian</b> (3958)	<b>A-Tyler Etherington</b> (4086)	<b>Morgi Argote</b> (4159)	<b>Anesa Clair</b> (4180)
Grade: 12	Grade: 12	Grade: 12	Grade: 12
Gender: F	Gender: M	Gender: F	Gender: F
Birthdate: 12/14/1993	Birthdate: 08/23/1994	Birthdate: 06/30/1994	Birthdate: 03/05/1994

The following screen will come up.

**Attendance Entry for**  **A-Tyler Etherington** [\(change\)](#)

Track: Ouellette High School Term: Term 3 [Legend](#)

	Totals		Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Absent	Tardy	01/17	01/18	01/19	01/20	01/21	01/22	01/23	01/24	01/25	01/26	01/27	01/28	01/29
Period B/1	1	0		.		.				.		.			
Period B/2	1	0		.		.				.		.			
Period B/3	1	0		.		.				.		.			
Period B/4	1	0		.		.				.		.			
Period S/5	0	0	.		.				.		.		.		
Period S/6	0	0	.		.				.		.		.		
Period S/7	0	0	.		.				.		.		.		
Period S/8	0	0	.		.				.		.		.		
Period B/9	1	0		.		.				.		.			
Period S/9	0	0	.		.				.		.		.		

« Cancel Save »

Period	Code/Section	Course	Teacher	Classroom
B/1	1970-1	Adv. Theater	Stearman, L	110
B/2	0512-2	Release Time	Radarmel, B	SEM
B/3	4950-1	Journalism I	Bardsky, L	207
B/4	8503-1	Accounting II	McKissick, F	136
B/9	0451-2	Extended Day	Olds, T	159

Class (course) Information will always display at the bottom of the screen for the default attendance day. If you click on a different attendance day (cell), the display of class (course) information will change if a different teacher and course are assigned.

If any changes were made, press **Save**.

Click on **Legend** to the right of the drop down selectors to see what each attendance symbol stands for.

## Utilities



**Phone Log** Gives the user the ability to edit or delete a previous phone log entry.

Click on the icon and the following screen will look like this.

—Search for a Student—

Include Exited: ☐

[« Cancel »](#) | [Search »](#)

**Note:** To include exited student in the search, click the box next to **Include Exited:**

When searching for a student, type in identifying information such as the **Student Identifier**, **Last Name**, or **First Name** then press **Search**. You can type in a few letters and press Search. A list of student names will appear select the one that you want.

### Students

<b><u>Ailadi Makian</u></b> (3958)	<b><u>A-Tyler Etherington</u></b> (4086)	<b><u>Morgi Argote</u></b> (4159)	<b><u>Anesa Clair</u></b> (4180)
Grade: 12 Gender: F Birthdate: 12/14/1993	Grade: 12 Gender: M Birthdate: 08/23/1994	Grade: 12 Gender: F Birthdate: 06/30/1994	Grade: 12 Gender: F Birthdate: 03/05/1994

The following screen will come up; you may edit or delete the phone log entry.

### Phone Log for **A-Tyler Etherington** ([change](#))

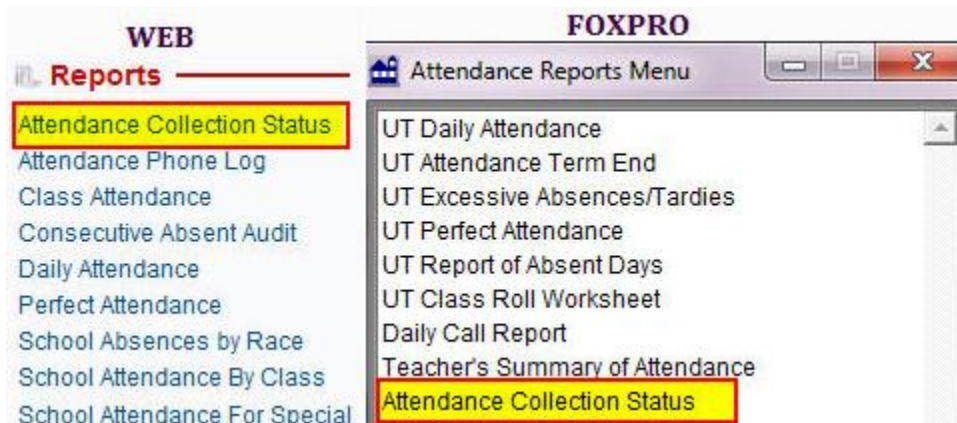
Call Date	Remarks	Code	Start Date	End Date	
02/09/2012	will not be in school today	X	02/09/2012	02/09/2012	<a href="#">Edit</a>   <a href="#">Delete</a>

## Reports

Below is an explanation of what was done for each report.

### Attendance Collection Status

No changes were made.



Report Category: Attendance ▼ Report: Attendance Collection Status ▼

Description:  
For an administrator, to show whether teachers have taken attendance

Show Students: In My Track(s) 1

School:  
2010 - Sani-Stansbury High : ▼ 2

Formatting Options:-  
☐ Reported 3

Filtering Options:  
As Of 09/01/2009 To 09/30/2009

1. Select Track
2. Select Formatting Options
3. Select Filtering Options, Defaults to today's date in both selectors

### Attendance Phone Log

Previously no Phone Log report on FoxPro, one already existed on the Web and the following changes were made to the report.

SIS 2000+ Attendance

**WEB**

**Reports**

- Attendance Collection Status
- Attendance Phone Log**
- Class Attendance
- Consecutive Absent Audit

**FOXPRO**

Attendance Reports Menu

- UT Daily Attendance
- UT Attendance Term End
- UT Excessive Absences/Tardies
- UT Perfect Attendance

Report Category: Attendance Report: Attendance Phone Log

Description:  
List of students showing excused absences called in.

Show Students: **In My Track(s)**

School: **1**

2010 - Sani-Stansbury High

Term: **2**

Term 1

Filtering Options: **3**

As Of 08/24/2009 To 11/01/2009

1. Select Track
2. Select Term
3. Select Filtering Options

**Old Report**

**Attendance Phone Log**

Date: 1/9/2012

From:

Student Name	ID	Gender	Grade	Talked To	Relationship	Call Date	Code	From	To	Remarks
0 Students										



**New Report**

**Attendance Phone Log**  
**Sani-Stansbury High School**  
**8/24/2009 - 11/1/2009**

Date: 1/12/2012

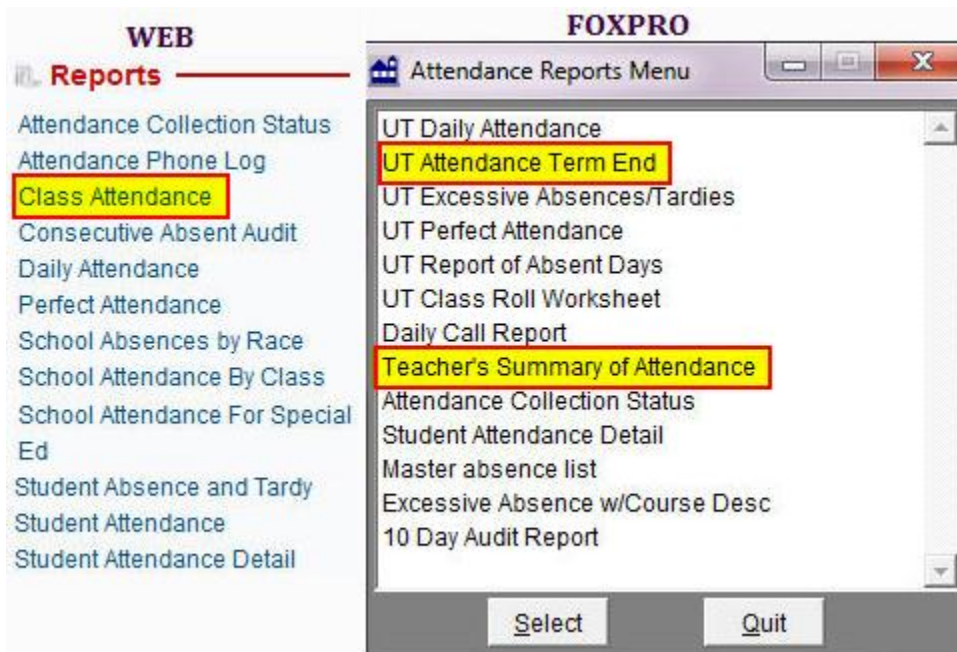
Student Name	ID	Gender	Grade	Call Date	Code	From	To	Remarks
Abaloshopper, Joohee	30076	F	Eleventh	12/8/2011	V - Vacation	8/24/2009	8/28/2009	Student will be on vacation. Talked with Mother
Anderegg, Saraphena	7509	F	Twelfth	9/27/2011	D - Doctor's Note	9/24/2009	9/24/2009	
Krieser, Tyron	26171	M	Twelfth	9/27/2011	J - Excused Juvenile Court	9/23/2009	9/23/2009	waa
3 Students								



## Class Attendance

Combined the two reports highlighted in the FoxPro menu into one report that is highlighted in the Web menu.

**Class Attendance Reports max out for a term duration between 75 days – 80 days on displaying on the report. If your school has a term or trimester duration more than 75 days – 80 days, the report will cutoff the last days of data that continue past 75 days – 80 days. But, the totals will be correct. Example: Term 1 – 90 days Term 2 – 90 days Or Term 1 – 100 days Term 2 – 80 days Or Term 1 – 180 days.**



## For Secretaries/Office

Report Category: Attendance Report: Class Attendance

Description:  
For a class, shows attendance detail for all students with totals (1 term only)

Show Students: ☒ In My Track(s) ☐ I Instruct

School: **1** 2012 - Ouellette High School Teacher: **2** Liberty, Shasta Term: **3** Term 3 - Term 3

Filtering Options: **4** ☐ Include Withdrawn Students

Report Format: Acrobat (.pdf) Generate Report

1. Select Track
2. Select Teacher
3. Select Term(s)
- 4. Select Filtering Options**

Report Category: **Attendance** Report: **Class Attendance**

Description:  
*For a class, shows attendance detail for all students with totals (1 term only)*

Show Students: **Instruct**

School: **2012 - Ouellette High School** Term: **Term 3** to **Term 3** Class: **S/6 CCSS1 - Math I**

Filtering Options:  
☐ Include Withdrawn Students

Report Format: **Acrobat (.pdf)** **Generate Report**

1. Select Track
2. Select Term(s)
3. Select Class
4. Select Filtering Options

Term:3-3 Period: 6 Teacher: Liberty, Shasta			Class: CCSS1 - Math I (5215-2)												VOC: CIP:								
			01/16/12 01/23/12 01/30/12 02/06/12 02/13/12 02/20/12 02/27/12 03/05/12 03/12/12 03/19/12 03/26/12 04/02/12 04/09/12 04/16/12 04/23/12																				
Student Number	Grade	Name	Trm	Trm	MIWRF	MIWRF	MIWRF	MIWRF	MIWRF	MIWRF	MIWRF	MIWRF	MIWRF	MIWRF	MIWRF	MIWRF	MIWRF	MIWRF	YTD	YTD	YTD		
			Abs	Trd	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Abs	Trd	Mem
S	34035	9 Angle, Samatha	1	0	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	7	3	66	
S	14300	9 Arguillo, Mckenley Z.	0	0	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	0	0	22	
S	33752	9 Butz, Maria del Socoro	0	0	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	1	0	66	
S	14310	9 Cardona, Justun M.	0	0	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	0	0	66	
S	35605	9 Goff, Tia M.	0	0	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	0	0	66	
S	12734	9 Gonzales, Juliana S.	2	0	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	2	0	17	
S	14057	9 Groff, Karibyn	0	0	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	7	1	66	

				B S B S B S B S B S B S B S B S B S B S																													
				1																		2											
Student	Ident	Per	Abs	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	
Angle, Samatha	34035	6	0	.				.	.	.	.					.	.	.					.	.	.					.	.	.	
Arguillo, Mckenley Z	14300	6	0	.				.	.	.	.					.	.	.					.	.	.					.	.	.	
Butz, Maria del	33752	6	0	.				.	.	.	.					.	.	.					.	.	.					.	.	.	
Cardona, Justun M	14310	6	0	.				.	.	.	.					.	.	.					.	.	.					.	.	.	
Goff, Tia M	35605	6	0	.				.	.	.	.					.	.	.					.	.	.					.	.	.	
Gonzales, Julena S	12734	6	1	X				.	.	.	.					.	.	.					.	.	.					.	.	.	
Groff, Kerilyn	14057	6	0	.				.	.	.	.					.	.	.					.	.	.					.	.	.	



## SIS 2000+ Attendance

### Class Attendance

Ouellette High School (720)

3/28/2012

Teacher: **Shasta Liberty**




Course: **(5600-1) AP Statistics**

Period: **B/3**

Term **3**

			1/16/12		1/23/12		1/30/12		2/6/12		2/13/12		2/20/12		2/27/12		3/5/12		3/12/12		Term 3			
Student name	M/F	Grd	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Tardy	Abs
Annala, Arlis	M	12																					0	0
Bendtschneider, Raedawn	F	11																					0	0
Grove, Danya	F	12																					0	0
Hellewell, Irving	M	11																					0	1
Kotter, Sammie	F	12																					0	0
Kunze, Chul Min	M	12																					0	0
Lyken, Ruston	M	12																					0	0
Peyton, Courtenae	M	12																					0	0
Supanich, Clenece	F	11																					0	0
Tolman, Latu	M	12																					0	0

10 Students

-  - Non school day.
-  - Day not in term.
-  - Not enrolled in class.

Attendance Codes:

I=Tardy more than 10 mins A=Tardy less than 5 mins B=Pre-Excused C=Cleared Seat Time D=Doctor's Note E=Excused because their parents ca F=Funeral J=Excused Juvenile Court K=Cleared Sluff N=Notified by Parent P=Personal Q=Excused Tardy R=Incarcerated S=Sluff T=Tardy U=Unexcused V=Vacation X=Absent because they didn't show

NOTE: Your attendance codes may be different than the codes shown here.

### Consecutive Absent Audit

New report was created.

**WEB**

**Reports**

- Attendance Collection Status
- Attendance Phone Log
- Class Attendance
- Consecutive Absent Audit**
- Daily Attendance
- Perfect Attendance
- School Absences by Race
- School Attendance By Class
- School Attendance For Special Ed
- Student Absence and Tardy
- Student Attendance
- Student Attendance Detail

**FOXPRO**

Attendance Reports Menu

- UT Daily Attendance
- UT Attendance Term End
- UT Excessive Absences/Tardies
- UT Perfect Attendance
- UT Report of Absent Days
- UT Class Roll Worksheet
- Daily Call Report
- Teacher's Summary of Attendance
- Attendance Collection Status
- Student Attendance Detail
- Master absence list
- Excessive Absence w/Course Desc
- 10 Day Audit Report**

## SIS 2000+ Attendance

Report Category: **Attendance** Report: **Consecutive Absent Audit**

Description:  
*List of students with consecutive absences*

Show Students: **In My Track(s)**

School: **2012 - Ouellette High School**

Filtering Options:  
As Of: 07/01/2011 To: 02/22/2012 Number of Consecutive Absent Days: 10

Excused Codes:  
(E) Excused  
(J) Excused Juvenile Court  
(N) Notified by Parent

Unexcused Codes:  
(B) Pre-Excused  
(C) Cleared Seat Time  
(D) Doctor's Note  
(F) Funeral  
(K) Cleared Sluff  
(P) Personal  
(R) Incarcerated  
(S) Sluff  
(U) Unexcused  
(V) Vacation

[Select All](#) [Clear](#) [Select All](#) [Clear](#)

Report Format: **Acrobat (.pdf)** **Generate Report**

1. Select Track
2. Select Filtering Options

NOTE: As of date will default to the beginning of the school year to current date, and the Number of Consecutive Absent Days will default to 10. Your attendance codes may be different than the codes shown here.

### Consecutive Absence Audit Report

(720 ) Ouellette High School

Date: 2/22/2012

Absent Codes: E,J,N,B,C,D,F,K,P,R,S,U,V,X

10 or More Consecutive Days Absent

From: 7/1/2011 To: 2/22/2012

4 Periods Absent = One Absent Day

ID	Student Name	Consecutive Days Absent	Date Qualified
8228	Ahrensback, Jeovany	16	9/30/2011
10874	Comish, Aubrianna Waltke	11	11/21/2011
4973	Cortes, Chante	11	10/27/2011
5832	Dipo, Phylcia	14	11/30/2011
14368	Farrin, Taylan	10	11/15/2011
25431	Fawsett, Kathrine	20	11/17/2011
21115	Hinjos, Shafer	11	10/18/2011
8117	Oswald, Kristoffe	10	9/9/2011
23804	Restad, Lexis	10	12/9/2011
34148	Schreiner, Mcklayne	10	10/28/2011
12609	Soper, Gavin	16	10/18/2011
35572	Stacey, Giancarlos	15	11/23/2011
19816	Uptain, Erfan	10	9/9/2011
21077	Ward, Segio	18	10/10/2011

14 Students

## SIS 2000+ Attendance

### Daily Attendance

No changes were made.



Report Category: Attendance Report: Daily Attendance

Description:  
List of students marked absent or tardy for a selected day.

Show Students: **1** In My Track(s)

School: **2** 2012 - Ouellette High School

Sorting Options:  
Sort By: **2** Grade Level

Filtering Options: **3**  
As Of: 01/17/2012

Report Format: Acrobat (.pdf) Generate Report

1. Select Track
2. Select Sorting Options
3. Select Filtering Options

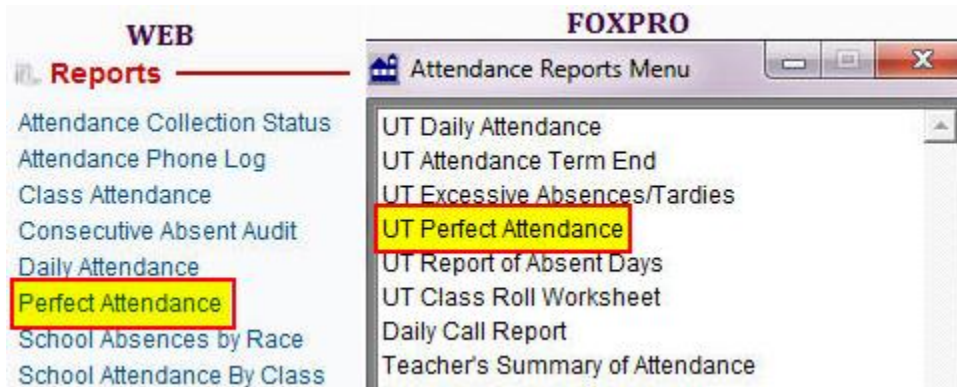
Date: 2/21/2012

### Daily Attendance Ouellette High School Attendance for 2/21/2012

Phone	Student	ID	Grade	Period Attendance										Consecutive		Accumulated Absences/Tardies												
				1	2	3	4	5	6	7	8	9	10	Abs	Tdy	1	2	3	4	5	6	7	8	9	10		Total	
(555) 000-0000	Alderson, Havilah	12684	9	-	-	-	-	F	F	F	F	-	-	1	1	0/0	0/2	0/0	0/0	1/0	2/3	2/1	2/0	0/0	0/0		7/6	
(555) 000-0000	Allenj, Chrichelle	13249	9	-	-	-	-	F	F	F	F	-	-	1	1	0/0	0/0	0/0	0/0	2/0	2/4	3/0	4/0	0/0	0/0		11/4	
(555) 000-0000	Eckman, Brentten	12860	9	-	-	-	-	F	F	F	F	-	-	1	1	0/0	1/0	0/0	0/0	1/0	1/2	1/0	1/0	0/0	0/0		5/2	
(555) 000-0000	Keiaho, Keylan	12984	9	-	-	-	-	F	F	F	F	-	-	1	1	0/0	0/0	2/0	2/0	1/0	2/3	2/0	2/0	0/0	0/0		11/3	

## Perfect Attendance

New report was created.



Report Category: Attendance Report: Perfect Attendance

Description:  
List of students with perfect attendance

Show Students: In My Track(s)

School: 2012 - Ouellette High School Term: Term 3 to Term 3

Sorting Options:  
Sort By Student Name

Filtering Options:  
☐ Include Withdrawn Students As Of 01/17/2012 To 03/18/2012 Tardies allowed per class 0

Excused Codes:  
 (E) Excused  
 (J) Excused Juvenile Court  
 (N) Notified by Parent

Unexcused Codes:  
 (B) Pre-Excused  
 (C) Cleared Seat Time  
 (D) Doctor's Note  
 (F) Funeral  
 (K) Cleared Sluff  
 (P) Personal  
 (R) Incarcerated  
 (S) Sluff  
 (U) Unexcused  
 (V) Vacation

Select All Clear Select All Clear

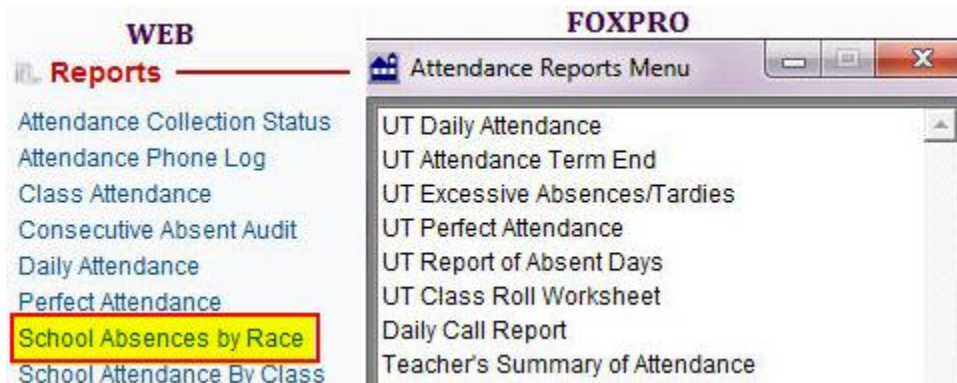
Report Format: Acrobat (.pdf) Generate Report

1. Select Track
2. Select Term(s)
3. Select Sorting Options
4. Select Filtering Options – Holding down Ctrl key allows user to select multiple codes.

**NOTE:** Students may not appear in report based on the filtering options selected.  
Your attendance codes may be different than the codes shown here.

### School Absences by Race

Previously no School Attendance report on FoxPro, one already existed on the Web and was renamed School Absences by Race. The following changes made to the report are, added a breakdown of absent codes used, including percentage.



Report Category: Attendance Report: School Absences by Race

Description:  
Percentage of absences based on class enrollment for a specified period of time.

Show Students: In My Track(s)

School(s):

1. Select a Track

2. Click Continue

3. Filtering Options:

As Of 07/01/2011 To 02/21/2012

Report Format: Acrobat (.pdf) Generate Report

1. Select Track(s)
2. Click Continue
3. Select Filtering Options

**NOTE:** You may select multiple schools for this report.

## OLD REPORT

Date: 2/21/2012

### School Attendance Zoro School District From: 2/1/2012 To: 2/21/2012

School	Race	Classes Enrolled	Classes Attended	Classes Absent	Attendance Percentage
Ouellette High School	Hispanic	429	417	12	97.20%
	Asian	312	308	4	98.72%
	Black or African American	299	293	6	97.99%
	Multiple Races	65	60	5	92.31%
	Native Hawaiian/Other Pacific Islander	91	89	2	97.80%
	White	24,840	23,955	885	96.44%
School Totals		26,036.00	25,122	914	96.49%
Overall Totals		26,036.00	25,122.00	914.00	96.49%

## NEW REPORT

Date: 2/21/2012

### School Absences by Race Zoro School District From: 12/1/2011 To: 2/21/2012

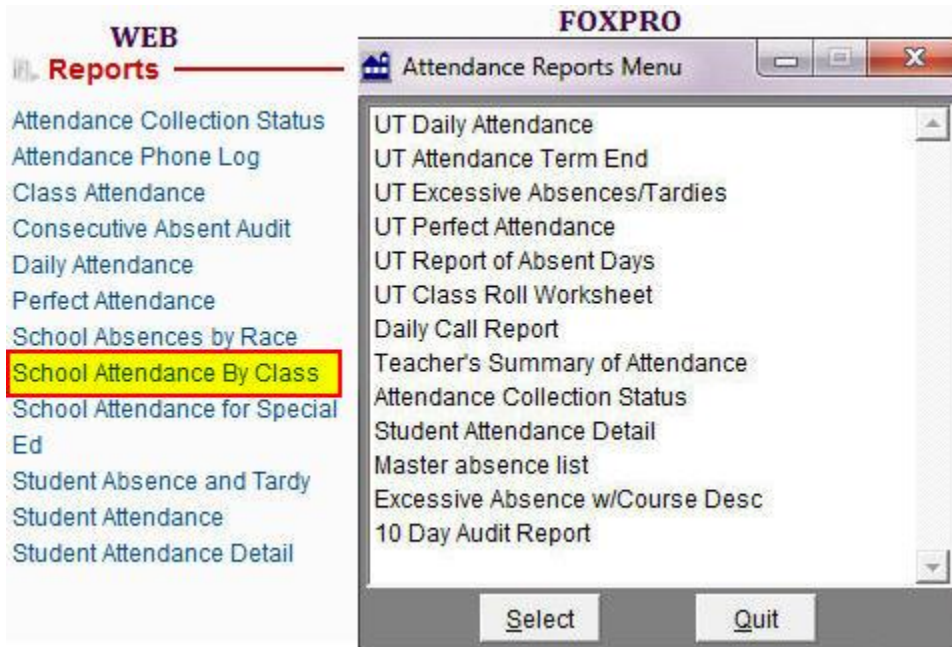
School	Race	Classes Enrolled	Classes Attended	Classes Absent	Absent Percentage
Ouellette High School	Hispanic	28,515	28,290	225	0.79%
	D : Doctor's Note			9	0.03%
	E : Excused			99	0.35%
	F : Funeral			8	0.03%
	S : Stuff			2	0.01%
	U : Unexcused			1	0.00%
	X : Absent			106	0.37%
	Asian	1,279	1,261	18	1.41%
	E : Excused			9	0.70%
	X : Absent			9	0.70%
	Black or African American	2,484	2,464	20	0.81%
	E : Excused			14	0.56%
	S : Stuff			1	0.04%
	X : Absent			5	0.20%
	American Indian/Alaskan Native	1,091	1,074	17	1.56%
	E : Excused			4	0.37%
	X : Absent			13	1.19%
	Multiple Races	4,644	4,554	90	1.94%
	D : Doctor's Note			12	0.26%
	E : Excused			41	0.88%
	S : Stuff			3	0.06%
	X : Absent			34	0.73%
	Native Hawaiian/Other Pacific Islander	5,736	5,667	69	1.20%
	D : Doctor's Note			7	0.12%

NOTE: Your attendance codes may be different than the codes shown here.



### School Attendance By Class

Previously no School Attendance by Class report on FoxPro, one already existed on the Web, below is an example of the changes that were made to the report.



Report Category: Attendance		Report: School Attendance By Class	
Description: Percentage of attendance based on class enrollment for a specified period of time.			
Show Students: In My Track(s)			
<div>1</div> School: 2012 - Ouellette High School			
<div>2</div> Filtering Options: <div>           As Of 01/17/2012 To 02/21/2012         </div>			
Report Format: Acrobat (.pdf)		Generate Report	

1. Select Track
2. Select Filtering Options

**OLD REPORT**

**School Attendance By Class**

Date: 1/25/2012

From: 7/1/2011 To: 8/31/2011

	Classes Enrolled	Classes Attended	Classes Absent	Attendance Percentage
03002 - 1 Teacher Assistant	64	63	1	98.44%
03002 - 2 Teacher Assistant	27	25	2	92.59%
03002 - 3 Teacher Assistant	16	14	2	87.50%
03002 - 4 Teacher Assistant	34	31	3	91.18%
03002 - 5 Teacher Assistant	24	24	0	100.00%
03002 - 6 Teacher Assistant	45	42	3	93.33%
03002 - 7 Teacher Assistant	54	52	2	96.30%

**NEW REPORT**

**School Attendance By Class**

**Zoro School District**

Date: 1/25/2012

From: 7/1/2011 To: 8/31/2011

(720) Ouellette High School

Course	Teacher	Classes Enrolled	Attended		Absent		Tardy	
			Classes	Percentage	Classes	Percentage	Classes	Percentage
0420 - 4 Home Study	Olds, T	3	1	33.33%	2	66.67%	0	0.00%
0450 - 2 Home Study	Olds, T	12	7	58.33%	5	41.67%	0	0.00%
0450 - 3 Home Study	Olds, T	3	1	33.33%	2	66.67%	0	0.00%
0510 - 1 Release Time	Radarmel, B	367	364	99.18%	3	0.82%	0	0.00%
0510 - 2 Release Time	Radarmel, B	389	384	98.71%	5	1.29%	1	0.26%
0510 - 3 Release Time	Radarmel, B	377	373	98.94%	4	1.06%	0	0.00%
0510 - 4 Release Time	Radarmel, B	410	409	99.76%	1	0.24%	0	0.00%

**School Attendance for Special Education**

New report was created.





## SIS 2000+ Attendance

Report Category: **Attendance** Report: **School Attendance for Special Ed**

Description:  
Summary of attendance by special education code.

Show Students: **In My Track(s)**

School: **2012 - Ouellette High School** Term: **Term 3** to **Term 3**

Filtering Options:  
As Of **01/17/2012** To **03/18/2012**

Report Format: **Acrobat (.pdf)** **Generate Report**

1. Select Track
2. Select Term(s)
3. Select Filtering Options

### School Attendance for Special Education Zoro School District

Date: 2/16/2012

From: 8/23/2011 To: 1/16/2012

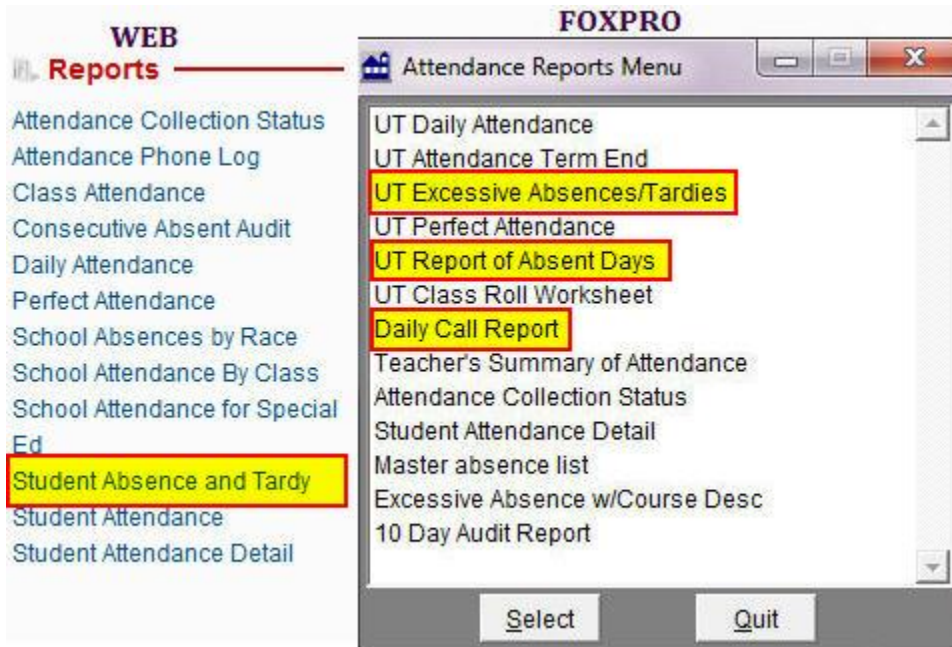
#### (102) Sandavold Canyon Elementary Scho

##### Program

	Classes Enrolled	Attended		Absent		Tardy	
		Classes	Percentage	Classes	Percentage	Classes	Percentage
AUC-Autism	90	87	96.67%	3	3.33%	9	10.00%
BDB-Emotional Disturbance	180	168	93.33%	12	6.67%	0	0.00%
BDC-Emotional Disturbance	90	88	97.78%	2	2.22%	7	7.78%
CDA-Speech/Language Impaired	1,700	1,594	93.76%	106	6.24%	45	2.65%
CDB-Speech/Language Impaired	171	143	83.63%	28	16.37%	8	4.68%
DDA-Developmental Delay	217	199	91.71%	18	8.29%	14	6.45%
ddb-Developmental Delay	340	316	92.94%	24	7.06%	26	7.65%
DDC-Developmental Delay	90	85	94.44%	5	5.56%	0	0.00%
IDB-Intellectual Disability	90	90	100.00%	0	0.00%	0	0.00%
IDC-Intellectual Disability	90	76	84.44%	14	15.56%	1	1.11%
MDC-Multiple Disabilities	90	87	96.67%	3	3.33%	0	0.00%
OHA-Other Health Impairment	61	59	96.72%	2	3.28%	0	0.00%
OHb-Other Health Impairment	270	252	93.33%	18	6.67%	29	10.74%
SLA-Specific Learning Disorder	720	691	95.97%	29	4.03%	28	3.89%
SLB-Specific Learning Disorder	1,606	1,564	97.38%	42	2.62%	54	3.36%
VIA-Visual Impairment (Blind)	90	90	100.00%	0	0.00%	0	0.00%
	5,895	5,589	94.81%	306	5.19%	221	3.75%

## Student Absence and Tardy

Combined the multiple reports highlighted in the FoxPro menu into one report that is highlighted in the Web menu.



Report Category: Attendance Report: Student Absence and Tardy

Description: Student attendance showing only those days absent or tardy.

Show Students: **In My Track(s)** | I Instruct | I Advise

School: **2012 - Ouellette High School** Term: **Term 2** to **Term 3** Student(s): **<< Select a Student >>**

Student(s) list: \* All Students, Abegg, Terran, Aboyte, Reynaldo, Abrigo, Dionicio, Adona, Derk, Aeschlimann, Haidyn, Aganowski, Paislee, Ahrensback, Jeovany, Aiken, Estephania, Continue

Filtering Options:

☐ Include Withdrawn Students ☐ Include Non-Attendees ☒ Show Detail As Of 11/01/2011 To 03/18/2012

Grades 9 - 12 Number of excessive: ☒ Absences 0 or ☐ Tardies 0

Excused Codes: (E) Excused, (J) Excused Juvenile Court, (N) Notified by Parent

Unexcused Codes: (B) Pre-Excused, (C) Cleared Seat Time, (D) Doctor's Note, (F) Funeral, (K) Cleared Sluff, (P) Personal, (R) Incarcerated, (S) Sluff, (U) Unexcused, (V) Vacation

Tardy Codes: (I) Tardy more than 10 mins, (^) Tardy less than 5 mins, (Q) Excused Tardy, (T) Tardy

Select All Clear Students in Group \* None Selected

Report Format: Acrobat (.pdf) Generate Report

## SIS 2000+ Attendance

1. Select Track
2. Select Term(s)
3. Select Student(s) – If you select All Students you will see more filtering options than if you selected an individual student or a group of students.
4. Select Filtering Options - For excessive absences or tardies, you cannot select both at the same time.

NOTE: Your attendance codes may be different than the codes shown here.

Total Absent Days is calculated by the settings in the Calendar (example below)

General		Calendar		Definitions	
Periods Per Day	10	Periods Per Quarter Day	1		
Number of Scheduling Cycles	2	Periods Per Half Day	2		
Terms Per Year	4	# Periods Absent = 1 Full Day	4		

**NEW REPORT** - with show detail selected

### Student Absence/Tardy Report

Date: 1/25/2012

Ouellette High School

From: 11/1/2011 To: 1/16/2012

ID	Student	Grade	Contact	Telephone	Date	Period										Absent	Absent	Absent		
						1	2	3	4	5	6	7	8	9	10	Exc	UnExc	Tardy	Days	
16622	Aiken, Mericha	9	Cordale Newstrand	(435)224-2402	A / T	0/1	0/1	0/1	0/0	0/0	0/0	1/0	0/0	0/0	0/0	0/0	0	1	3	0
					11/1/2011			Q									0	0	1	0
					11/3/2011	T											0	0	1	0
					11/7/2011		Q										0	0	1	0
					12/2/2011							X					0	1	0	0
27541	Aland, Gizelle Brooke	9	Maquel Moscoso	(435)681-0007	A / T	5/0	5/1	5/0	5/0	1/0	0/2	0/1	0/0	0/0	0/0	0/0	0	21	4	4
					11/1/2011	E	E	E	E								0	4	0	1
					11/7/2011	E	E	E	E								0	4	0	1
					11/10/2011					X	!						0	1	1	0

**NEW REPORT** - without show detail selected

### Student Absence/Tardy Report

Date: 1/25/2012

Ouellette High School

From: 11/1/2011 To: 1/16/2012

ID	Student	Grade	Contact	Telephone		Period										Absent	Absent	Absent		
						1	2	3	4	5	6	7	8	9	10		Exc	UnExc	Tardy	Days
16622	Aiken, Mericha	9	Cordale Newstrand	(435)224-2402	A / T	0/1	0/1	0/1	0/0	0/0	0/0	1/0	0/0	0/0	0/0	0/0	0	1	3	0
27541	Aland, Gizelle Brooke	9	Maquel Moscoso	(435)681-0007	A / T	5/0	5/1	5/0	5/0	1/0	0/2	0/1	0/0	0/0	0/0	0/0	0	21	4	4
12684	Alderson, Havilah Michele	9	Kodei Merideth	(435)843-8400	A / T	0/0	0/0	0/0	0/0	0/0	1/3	1/1	1/0	0/0	0/0	0/0	0	3	4	0
13249	Allenj, Chrichelle H	9	Kyden Weed	(435)840-2685	A / T	0/0	0/0	0/0	0/0	0/0	0/3	1/0	1/0	0/0	0/0	0/0	0	2	3	0
12778	Alvarenga, John (Jack) Casey	9	Marva Champneys	(435)882-1990	A / T	0/0	0/0	0/0	0/0	0/1	0/0	0/0	0/0	0/0	0/0	0/0	0	0	1	0
13267	Andres, Micaela K	9	Tylene Simerson	(435)840-7517	A / T	8/2	7/0	0/0	5/0	1/3	2/0	2/1	4/0	0/0	0/0	0/0	0	29	6	0

OLD REPORT

**EXCESSIVE ABSENCES**

Grade

10

10 or More Absences In Any Period (Codes: U,X,N,S)

11/1/2011 <> 1/13/2012

District 30		Ouellette High School			A 720 11/12		Term 2: 11/01/2011 - 01/13/2012									
ID	Student Name	Contact	Relation	Telephone	Absent Codes By Period										Total	
					1	2	3	4	5	6	7	8	9	10		
20046	Bay, Macey	Mastericola,	Father	(555) 000-0000	8	6	5	7	9	7	4	12			58	
5832	Dipo, Phylcia	Curillo, Mariama	Mother		8	11	10	9	11	8	9	8			74	
18500	Rochelle, Shandalin	Alvares, Kimari	Father		5	8		1	10	5	2				31	
15922	Yoon, Jeovary	Castameda,	Mother				11	9				11	10		41	

OLD REPORT

**Number of Absent Days**

4 Periods Absent = One Absent Day

Date: 01/25/2012

Page

District 30 School 720 Track A 720 11/12 Term 2 From: 11/01/2011 To: 01/13/2012 Grade 9

ID	Student Name	Contact Name	Relationship	Telephone	Absent Days
16622	Aiken, Mericha	Newstrand, Cordale	Father	-	0.0
27541	Aland, Gizelle	Moscoco, Maquel	Father	-	4.5
12684	Alderson, Havilah	Merideth, Kodei	Father	555-000-0000	0.5
13249	Allenj, Chrichelle	Weed, Kyden	Father	-	0.5

Date: 01/25/2012

Time: 12:16:54

**Daily Call Report**

Ouellette High School

OLD REPORT

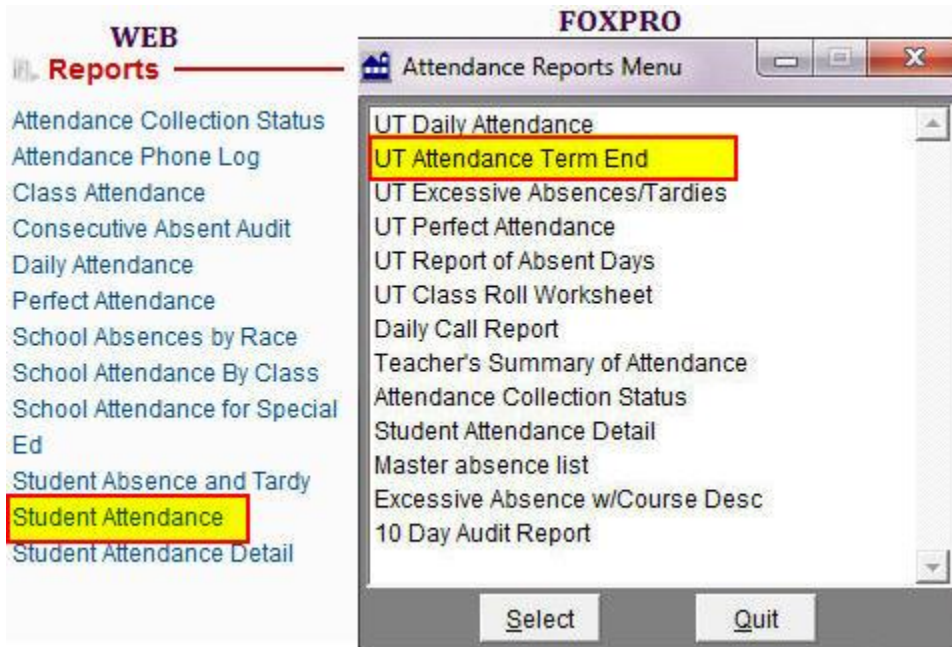
Attendance For: 12/02/2011

Student	Period	Course	Phone	Teacher	Remarks
			Reason		
Abegg, Terran B [22690]	7	3520 - 5	(555) 000-0000	Whitmore , Saul	Excused
	8	3582 - 3		Lyon, , Braxton	Excused
Aboyte, Reynaldo Taiti [27784]	7	8477 - 5	(555) 000-0000	Vortsis , Doramelia	Tardy
	8	1118 - 7		Longman , Farhad	Absent
Aiken, Mericha [16622]	7	7700 - 3	(555) 000-0000	Evert , Breckin	Absent
		Participation Skills			



## Student Attendance

Combined the report highlighted in the FoxPro menu with the report that is highlighted in the Web menu.



Report Category: Attendance Report: Student Attendance

Description:  
For a student, shows attendance detail for all scheduled classes in one term (includes totals)

Show Students: **In My Track(s)** | I Instruct | I Advise

School: **1** 2012 - Ouellette High School Term: **2** Term 2 to Term 3 Student(s): **3**

Student(s):  
<< Select a Student >>  
\* All Students  
Abegg, Terran  
Aboyte, Reynaldo  
Abrigo, Dionicio  
Adona, Derk  
Aeschlimann, Haidyn  
Aganowski, Paislee  
Ahrensback, Jeovany  
Aiken, Estephania  
[Continue](#)

Report Format: Acrobat (.pdf) Generate Report

1. Select Track
2. Select Term(s)
3. Select Student(s)

02/13/12

## OLD REPORT

District: 30 - Tooele

School: 720 - Ouellette High School

Track: A 720 11/12

Phone: (555) 000-0000

Page 1

[illegible]

## NEW REPORT

### Student Attendance




Ouellette High School

(555)000-0000

Term 2 - Term 3

Abegg, Terran (22690)

Grade: 10

-  - Non school day.
-  - Day not in term.
-  - Not enrolled in class

[illegible][illegible]

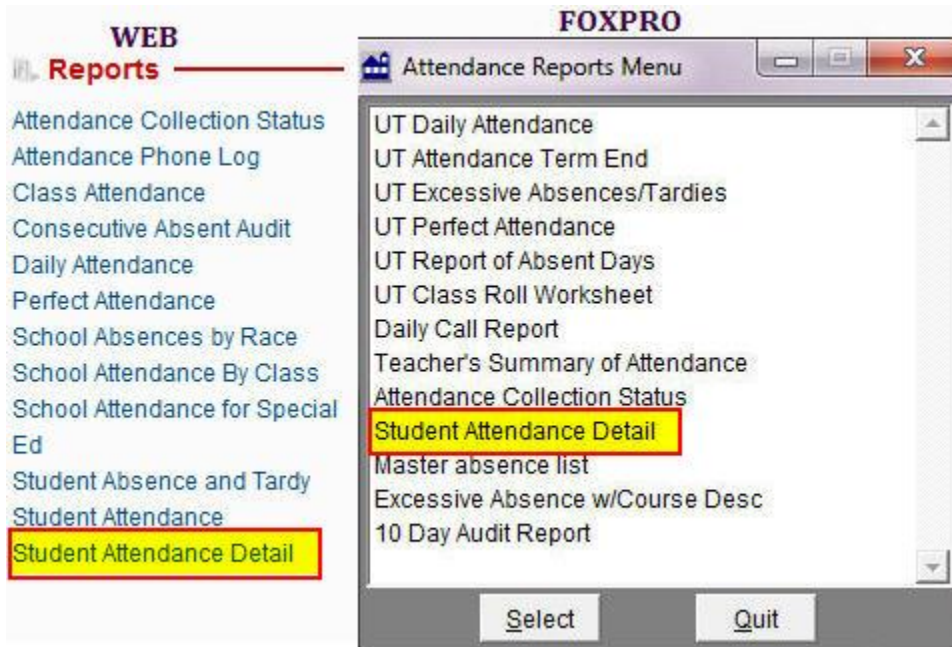
Attendance Codes:

I=Tardy more than 10 mins A=Tardy less than 5 mins B=Pre-Excused C=Cleared Seat Time D=Doctor's Note E=Excused F=Funeral J=Excused Juvenile Court K=Cleared Sluff N=Notified by Parent  
P=Personal Q=Excused Tardy R=Incarcerated S=Sluff T=Tardy U=Unexcused V=Vacation X=Absent

NOTE: Your attendance codes may be different than the codes shown here.

## Student Attendance Detail

No changes were made.



Report Category: Attendance Report: Student Attendance Detail

Description:  
Report of student attendance by day showing attendance in each period.

Show Students: **1** In My Track(s) I Instruct I Advise

School: **1** 2012 - Ouellette High School Term: **2** Term 2 to Term 3 Student(s): **3**

Student(s) list:  
 << Select a Student >>  
 \* All Students  
 Abegg, Terran  
 Aboyte, Reynaldo  
 Abrigo, Dionicio  
 Adona, Derk  
 Aeschlimann, Haidyn  
 Aganowski, Paislee  
 Ahrensback, Jeovany  
 Aiken, Estephania  
[Continue](#)

Report Format: Acrobat (.pdf) Generate Report

1. Select Track
2. Select Term(s)
3. Select Student(s)

### Student Attendance Detail

Zoro School District  
Ouellette High School

School Year 2012  
Term 2 - 3

Abegg, Terran B (22690)

Grade: 10

Monday	Tuesday	Wednesday	Thursday	Friday
11/7 - X X . E . . . . .	11/1 - X T E E . . . . .	11/2 . . . . .	11/3 . . . . .	11/4 . . . . X X . X . .
11/14 . . . . . X X X T . .	11/8 . . . . . E E E E . .	11/9 . . . . . E E E E . .	11/10 . . . . . E E E E . .	11/11 - X X X X . . . . .
11/21 . . . . . E E E E . .	11/15 - X X . . . . .	11/16 . . . . . X X X X . .	11/17 . . . . . E E E E . .	11/18 . . . . . E E E E . .
11/28 . . . . . X X X X . .	11/22 . . . . . E E E E . .	11/23 . . . . . E E E E . .	11/24 No School	11/25 No School
12/5 . . . . . E E E E . .	11/29 - X T . . . . .	11/30 . . . . . T . . X . .	12/1 . . . . .	12/2 . . . . . E E . .
12/12 . . . . .	12/6 . . . . . E E E E . .	12/7 . . X . .	12/8 . . . . .	12/9 . . . . .
12/19 No School	12/13 . . . . .	12/14 . . . . .	12/15 . . . . .	12/16 . . . . .
12/26 No School	12/20 No School	12/21 No School	12/22 No School	12/23 No School
1/2 No School	12/27 No School	12/28 . . . . .	12/29 . . . . .	12/30 No School
1/9 . . . . .	1/3 . . . . .	1/4 . . . . .	1/5 . . . . .	1/6 . . . . .
1/16 No School	1/10 . . . . .	1/11 . . . . .	1/12 . . . . .	1/13 . . . . .
1/23 . . . . .	1/17 . . . . .	1/18 . . . . .	1/19 . . . . .	1/20 . . . . .
1/30 . . . . .	1/24 . . . . .	1/25 . . . . .	1/26 . . . . .	1/27 . . . . .
2/6 . . . . .	1/31 . . . . .	2/1 . . . . .	2/2 . . . . .	2/3 . . . . .
2/13 - X X X X . . . . .	2/7 . . . . .	2/8 . . . . .	2/9 . . . . .	2/10 . . . . .
2/20 No School	2/14 . . . . .	2/15 . . . . .	2/16 . . . . .	2/17 . . . . .
2/27 . . . . .	2/21 . . . . .	2/22 . . . . .	2/23 . . . . .	2/24 . . . . .
3/5 . . . . .	2/28 . . . . .	2/29 . . . . .	3/1 . . . . .	3/2 . . . . .
3/12 . . . . .	3/6 . . . . .	3/7 . . . . .	3/8 . . . . .	3/9 . . . . .
	3/13 . . . . .	3/14 . . . . .	3/15 . . . . .	3/16 . . . . .

Total Absences: 75 Total Tardies: 4 Membership: 68 / 86

#### Attendance Codes

! : Tardy more than 10 mins	# : Unprepared	* : Educational Leave	. : Present	^ : Tardy less than 5 mins
A : Activity	B : Pre-Excused	C : Cleared Seat Time	D : Doctor's Note	E : Excused
F : Funeral	G : Testing	H : Homebound	I : In School Suspension	J : Excused Juvenile Court
K : Cleared Sluff	L : Notified by Certified Letter	M : Met w/Admin or	N : Notified by Parent	O : Cleared Tardy
P : Personal	Q : Excused Tardy	R : Incarcerated	S : Sluff	T : Tardy
U : Unexcused	V : Vacation	X : Absent	Z : Suspended	- : No Scheduled Classes

NOTE: Your attendance codes may be different than the codes shown here.

#### Master Absence List

No changes made.

**WEB**

**Reports**

- Attendance Collection Status
- Attendance Phone Log
- Class Attendance
- Consecutive Absent Audit
- Daily Attendance
- Daily Call Out
- Master Absence List**
- Perfect Attendance
- School Absences by Race
- School Attendance By Class
- School Attendance for Special

**FOXPRO**

Attendance Reports Menu

- UT Daily Attendance
- UT Attendance Term End
- UT Excessive Absences/Tardies
- UT Perfect Attendance
- UT Report of Absent Days
- UT Class Roll Worksheet
- Daily Call Report
- Teacher's Summary of Attendance
- Attendance Collection Status
- Student Attendance Detail
- Master absence list**



# SIS 2000+ Attendance

Report Category: **Attendance** Report: **Master Absence List**

Description:  
List of students grouped by attendance code for a selected day.

Show Students: **In My Track(s)**

School: **2012 - Ouellette High Schoc**

Sorting Options:  
Sort By: **Student Name**

Filtering Options:  
Date: **03/28/2012**  
Grades: **9** - **12**

Excused Codes:  
(E) Excused because their paren  
(J) Excused Juvenile Court  
(N) Notified by Parent

Unexcused Codes:  
(B) Pre-Excused  
(C) Cleared Seat Time  
(D) Doctor's Note  
(F) Funeral  
(K) Cleared Sluff  
(P) Personal  
(R) Incarcerated  
(S) Sluff  
(U) Unexcused  
(V) Vacation

Tardy Codes:  
(!) Tardy more than 10 mins  
(^) Tardy less than 5 mins  
(Q) Excused Tardy  
(T) Tardy

Select All Clear Select All Clear Select All Clear

Report Format: **Acrobat (.pdf)** **Generate Report**

1. Select Track
2. Select Sorting Options
3. Select Filtering Options
- 4.

Date: 3/28/2012

## Master Absence List

Page 1 of 7

Ouellette High School

Date Selected: 11/18/2011

Selected Absent Code(s): E,J,N,B,C,D,F,K,P,R,S,U,V,X

Selected Tardy Code(s): !,^,Q,T

Tardy more than 10 mins (!)						
Grade	ID	Student Name	Period(s)	Grade	ID	Student Name
9	15563	McBroy, Matti	6	11	23903	Na, Jamen
9	13829	Vandendungenbill, Francine	5, 7	11	9892	Sierer, Tiegan
Number of Students: 4						
Tardy less than 5 mins (^)						
Grade	ID	Student Name	Period(s)	Grade	ID	Student Name
10	11235	Facer, Deangelo	5	12	19376	Soutas, G. Doug
Number of Students: 2						
Pre-Excused (B)						
Grade	ID	Student Name	Period(s)	Grade	ID	Student Name
10	18077	Hainsworth, Blaynie	5, 6, 7, 8			
Number of Students: 1						

## Class Roll Worksheet

Did not create a new report in the Attendance module, one already exists in Gradebook.